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7 IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF SKAGIT

8 FAMILIAS UNIDAS POR LA JUSTICIA,  
9 AFL-CIO and UNITED FARM  
WORKERS OF AMERICA, labor  
10 organizations,

11 Petitioners,

12 v.

13 WASHINGTON STATE DEPARTMENT  
OF LABOR & INDUSTRIES AND  
14 WASHINGTON STATE DEPARTMENT  
OF HEALTH,

15 Respondents,

16 v.

17 WASHINGTON GROWERS LEAGUE,  
WASHINGTON STATE TREE FRUIT  
ASSOCIATION; WAFLA and  
18 WASHINGTON STATE FARM BUREAU,

19 Intervenors.

Case No.: 20-2-00368-29

DECLARATION OF ZACH  
WILLIAMS

20 I, Zach Williams, am over the age of 18, have personal knowledge of all the facts  
21 stated herein and declare as follows:  
22

1           1.     I am the Director of Human Resources for Stemilt Growers, LLC.

2           2.     Stemilt Growers produces agricultural commodities on about 9,000 acres of  
3 farmland in Central Washington. In any given year we'll have approximately 2,000  
4 workers in the fields during our seasonal peak. Of those, approximately 1,600 will  
5 typically be H-2A guest workers.

6           3.     We house our H-2A workers in housing that has been licensed by the  
7 Washington State Department of Health and approved by the United States Department of  
8 Labor. We operate approximately 90 different facilities across Central Washington, with  
9 1,677 licensed beds. About half of our beds are configured as bunk beds.

10          4.     In early March of 2020, and in response to reports of the coronavirus, Stemilt  
11 instituted what we call "crew isolation". We were concerned about a single worker passing  
12 an infection on to larger groups, so we adopted procedures where employees were assigned  
13 to a single crew and each crew was to be kept apart from other crews. For H-2A workers,  
14 the "crew isolation" extends to the living arrangement, so that those who live in close  
15 quarters also drive to work and work together during the day. This is a significant  
16 modification from prior years, where our practice has been to cross-train crews and have  
17 them gain experience working with a range of different supervisors and co-workers.

18          5.     On or about March 12, 2020, Stemilt had a domestic seasonal worker in  
19 Mattawa exhibit symptoms of coughing. The employee called the coronavirus hotline  
20 established by the local hospital and was tested for COVID-19. The test came back  
21 positive. We immediately instructed the employee to remain at home for at least 14 days.

1           6.     In consultation with the Department of Health, we determined that the  
2 infected worker had five fellow crew members (all domestic seasonal workers) who  
3 qualified as “close contacts”. We instructed those five fellow crew members to also remain  
4 home for 14 days.

5           7.     Stemilt has adopted a Return to Work Process which allows COVID-19  
6 positive and close contacts to return to work after completing all of the following: a) 14  
7 days of confirmed quarantine; b) symptom-free for at least 72 hours; c) examination by a  
8 physician who will conduct CDC screening and take the employee’s temperature; and d)  
9 confirmation in writing by HR and the foregoing steps have been satisfied.

10          8.     The week of April 13, 2020, Stemilt had three H-2A employees from our  
11 North District Housing (located in East Wenatchee, about 70 miles from our Mattawa  
12 orchards) exhibit coughing symptoms. Those three H-2A employees had arrived at the  
13 housing unit on February 16, 2020. We immediately sent them to be tested at the  
14 Confluence Hospital testing location for COVID-19. Before those tests results came back  
15 we had three more employees at the same housing facility exhibit similar coughing  
16 symptoms. We referred them for testing as well. All six tested positive for COVID-19.

17          9.     The Northern District Housing facility consists of two identical two-story  
18 housing units. Each housing unit is 7,064 square feet with 13 bedroom and 52 beds, for an  
19 average of over 135 square feet per resident. Each bedroom has two bunkbeds for a total  
20 of four employees per room. Each housing unit has a large shared kitchen and eating areas  
21 as well as bathrooms and laundry areas.

1           10.    We began working closely with the Chelan/Douglas County Department of  
2 Health for guidance as soon as we were aware of the positive tests. We immediately  
3 isolated the six infected employees into empty housing units. Stemilt then identified the  
4 roommates of the infected employees and quarantined them in separate housing units as  
5 well.

6           11.    The employees in quarantine would give us grocery lists and we shopped for  
7 them and delivered their groceries free of charge. Television, books and card games were  
8 also provided.

9           12.    On Friday, April 17<sup>th</sup>, Dr. Rutherford from the Confluence Clinic called  
10 Stemilt President West Mathison to discuss the positive tests Dr. Rutherford had seen in  
11 Mattawa and was wondering if Stemilt had seen the same. West told him no, Stemilt only  
12 had one that was positive in Mattawa and that had been over a month prior, with no  
13 indication of further positives in that area. West nevertheless volunteered that we had six  
14 positive tests from the Northern District Housing units in East Wenatchee.

15          13.    Dr. Rutherford and West then discussed the possibility of testing everyone at  
16 the Northern District Housing location. We readily agreed and set it up to do it the next  
17 day, Saturday, April 18<sup>th</sup>.

18          14.    We coordinated with Confluence to have all 63 of the H-2A workers living  
19 there tested, as well as the 8 domestic crew leaders who worked with them each day. In  
20 all, we tested 71 employees. At the time of testing none of them had a temperature, and  
21 only four stated they had a slight occasional cough. Of these 71, 38 tested positive. All of  
22 the positive tests were of H-2A workers.

1        15.    The North District Housing units can house a total of 104 employees. There  
2 were only 63 employees total staying in these units at the time. We tracked who slept in  
3 which room and with which employee and compared this to the testing results. We could  
4 find no pattern or correlation between the number of employees per room and positive or  
5 negative test results. Some rooms had only one or two people while others had three or  
6 four. Some workers tested negative even though sleeping in a bunk bed with a worker who  
7 tested positive; some workers tested positive even while sleeping alone in a bunk.

8        16.    Stemilt continues to work closely with the Chelan/Douglas County  
9 Department of Health for guidance. We've moved positive employees into one of the  
10 North District unit and designated that as our isolation unit. The negative tested employees  
11 were housed in the other North District unit, which is our quarantine unit. As before, all  
12 workers in isolation or quarantine provide us with grocery lists. We provide groceries free  
13 of charge as well as other amenities.

14        17.    Dr. Rutherford suggested that we retest the employees that were negative.  
15 We scheduled the retest for April 22<sup>nd</sup>.

16        18.    At the time of the retest there were 24 H-2A employees that had previously  
17 tested negative. Of those, five advised that they had a cough or other symptoms. Nine of  
18 those 24 workers tested positive; but those nine only included two of the five who had  
19 exhibited symptoms. Stemilt, based on guidance from the Chelan/Douglas County  
20 Department of Health, moved those nine workers from the quarantine to the isolation unit.

21        19.    Stemilt had Dr. Banken, from the Stemilt onsite clinic, go out and visit all  
22 the workers at the Northern District Housing on April 20<sup>th</sup> and again on April 23<sup>th</sup>. He



1 asked about any ongoing symptoms or medical issue, he solicited and answered their  
2 questions, and he advised them on how to care for themselves. Of the 53 positive cases,  
3 one employee reported that he believed he'd lost a sense of smell or taste. Of the remaining  
4 52, all reported being in good health, with only a couple reporting slight symptoms. All of  
5 them are expected to complete their quarantines next week and we will follow our own  
6 Return to Work Process, as well as CDC and state guidance before introducing any of them  
7 back to the work setting.

8         20. Other than the North District Housing units, Stemilt has 286 other H-2A  
9 workers in its housing. None of those workers has reported symptoms of COVID-19. We  
10 are educating all of our workers by posting informational posters (see Exhibit 1) at the  
11 housing units and the work sites. We are also using a group texting platform called  
12 GANAZ with daily updates and reminders about how to protect themselves and others  
13 from infection. True and correct examples of the daily texting messages, together with  
14 appendices of attachments, are attached hereto as Exhibit 2.

15         21. We also have safety meetings at the start of each work day with messages  
16 and information about how to best protect against infection. Each worker is asked five  
17 screening questions each day, and if any answer is "yes" the employee is not allowed to  
18 work:

19 YES or NO, since your last day of work, or since your last visit to this facility, have you had any  
20 of the following:"

- 21 • A new fever (100.4°F or higher), or a sense of having a fever?
- 22 • A new cough that you cannot attribute to another health condition?

- 1 • New shortness of breath that you cannot attribute to another health condition?
- 2 • A new sore throat that you cannot attribute to another health condition?
- 3 • New muscle aches that you cannot attribute to another health condition, or that may have been  
caused by a specific activity (such as physical exercise)?

4           22.     Stemilt provides CDC approved Cleaners and Sanitizers for COVID-19 to  
5 the employees in the housing units and they are instructed to clean at least twice per day.

6           23.     Our workers are transported to work in vans that carry 14 people. All of the  
7 persons in any van are members of the same work crew and all of them are required to  
8 wear masks during transportation. The vans are cleaned and sanitized daily.

9           24.     In the orchards themselves, we've changed our operation so that only one  
10 worker is assigned to each row. Workers are prohibited from working directly across the  
11 row from another worker. Each crew is assigned a hand-washing station that is equipped  
12 with soap.

13           25.     Our leadership team meets frequently, usually daily, to discuss the latest data,  
14 information, and best practices available with respect to the prevention of infection and  
15 protection against the spread of the coronavirus. We are constantly communicating with  
16 County and State representatives so that we're up to date on the best guidance. Our  
17 leadership team then distills the information into brief communications that West Mathison  
18 texts out to workforce, as illustrated in Exhibit 2.

1 I declare under penalty of perjury under the laws of the State of Washington  
2 that the foregoing is true and correct.

3 EXECUTED at Wenatchee Washington this 27th day of April, 2020.

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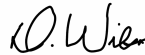
**DECLARATION OF SERVICE**

I hereby declare that on this 28th day of April, 2020, I caused copies of the foregoing document to be served upon each of the following by email:

Amy L. Crewdson	amy.crewdson@columbialegal.org
Andrea Schmitt	andrea.schmitt@columbialegal.org
Xaxira Velasco Ponce De Leon	xaxira.poncedeleon@columbialegal.org
Kathleen Phair Barnard	barnard@workerlaw.com
Charlotte Mikat-Stevens	cmikatstevens@farmworkerlaw.com
Anastasia R. Sandstrom	Anastasia.sandstrom@atg.wa.gov
Valerie Kay Balch	valerieBl@atg.wa.gov
Lisa Daeley Kelley	lisa.kelley@atg.wa.gov

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

EXECUTED at Yakima, Washington this 28th day of April, 2020.



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DEBBIE J. WILSON

# **Exhibit “1”**

# Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

## Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

## Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

## Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# SÍNTOMAS DE LA ENFERMEDAD DEL CORONAVIRUS 2019

**Los pacientes con COVID-19 han presentado enfermedad respiratoria de leve a grave.**

**Los síntomas\* pueden incluir**

**FIEBRE**



**TOS**



**\*Los síntomas pueden aparecer de 2 a 14 días después de la exposición.**

**Consulte a un médico si presenta síntomas y ha estado en contacto cercano con una persona que se sepa que tiene el COVID-19, o si usted vive o ha estado recientemente en un área en la que haya propagación en curso del COVID-19.**

**DIFICULTAD PARA RESPIRAR**



**[cdc.gov/COVID19-es](https://cdc.gov/COVID19-es)**

# Help Slow the Spread of COVID-19

## Use Cloth Face Coverings

Recommended by the CDC





# Ayuda Disminuir la Propagación de COVID-19

**Use Cubiertas de Tela para la Cara**

Recomendado por el CDC



# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

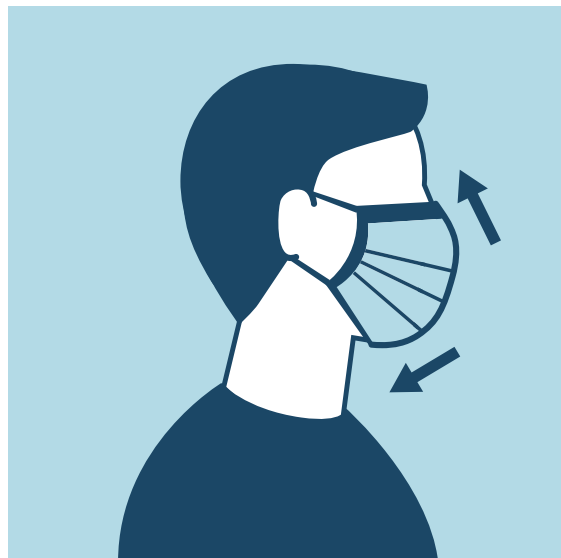
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Uso de cubiertas de tela para la cara para ayudar a desacelerar la propagación del COVID-19

## Cómo usar cubiertas (tapabocas) de tela para la cara

Las cubiertas de tela para la cara deben:

- ajustarse bien pero de manera cómoda contra el costado de la cara
- sujetarse con cintas o cordones que se enganchan en las orejas
- incluir múltiples capas de tela
- permitir respirar sin restricciones
- poder lavarse y secarse en la secadora sin que se dañen ni cambie su forma

## Los CDC y las cubiertas de tela para la cara hechas en casa

Los CDC recomiendan usar cubiertas de tela para la cara en entornos públicos donde otras medidas de distanciamiento social sean difíciles de mantener (p. ej., supermercados y farmacias), **especialmente** en áreas donde la transmisión comunitaria es significativa.

Los CDC también aconsejan el uso de cubiertas de tela para la cara sencillas para desacelerar la propagación del virus y ayudar a evitar que las personas que podrían tenerlo y no saberlo transmitan el virus a los demás. Las cubiertas de tela para la cara elaboradas con artículos de uso doméstico o hechas en casa con materiales de bajo costo pueden usarse como una medida de salud pública voluntaria adicional.

No se deben poner cubiertas de tela para la cara a niños pequeños menores de 2 años, ni a personas con problemas para respirar, o que estén inconscientes o incapacitadas, o que de otra forma no puedan quitárselas sin ayuda.

Las cubiertas de tela para la cara recomendadas no son mascarillas quirúrgicas ni respiradores N95. Esos son suministros esenciales que se deben seguir reservando para los trabajadores de la salud y otros miembros del personal médico de respuesta a emergencias, según lo recomendado por las actuales directrices de los CDC.

## ¿Se deben lavar o de otra forma limpiar las cubiertas de tela para la cara de manera regular? ¿Con cuánta frecuencia?

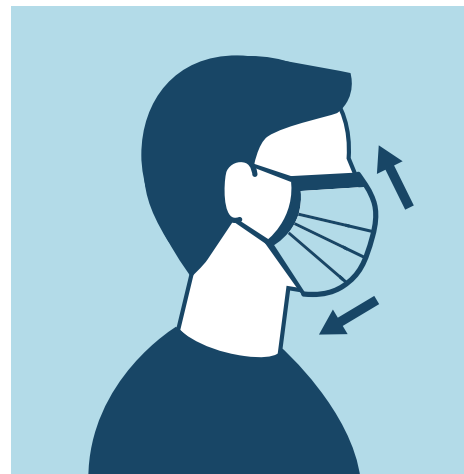
Sí. Se deberían lavar de manera habitual de acuerdo con la frecuencia del uso.

## ¿Cómo se esteriliza o limpia una cubierta de tela para la cara de manera segura?

Usar una máquina de lavar debería ser suficiente para lavar la cubierta para la cara adecuadamente.

## ¿Cómo se quita de manera segura una cubierta de tela para la cara usada?

Las personas deben tener cuidado de no tocarse los ojos, la nariz ni la boca al quitarse la cubierta para la cara, y deben lavarse las manos inmediatamente después de quitársela.



[cdc.gov/coronavirus-es](https://cdc.gov/coronavirus-es)

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Wash your hands often with soap and water for at least 20 seconds.

Stay home when you are sick, except to get medical care.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

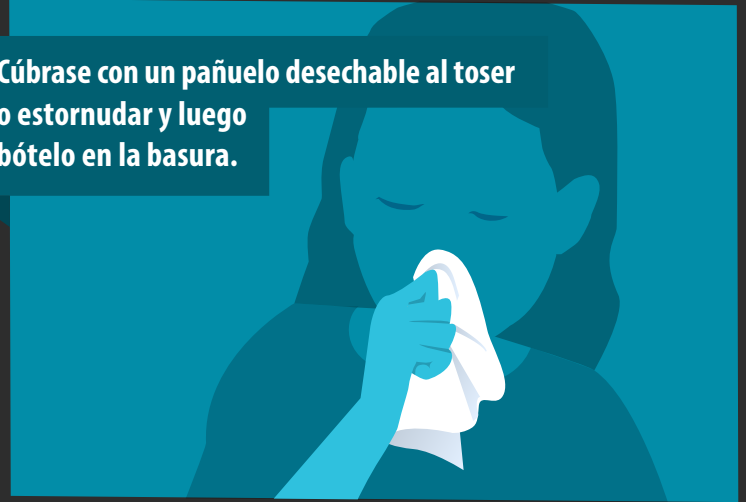
# Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como COVID-19.

Evite el contacto cercano con personas que están enfermas.



Cúbrase con un pañuelo desechable al toser o estornudar y luego bótelo en la basura.



Evite tocarse los ojos, la nariz o la boca.



Cuando esté en un lugar público, use una cubierta de tela para cara sobre su nariz y boca.

Limpie y desinfecte los objetos y superficies de contacto frecuente.



Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



# Exhibit “2”

## Stemilt Coronavirus Frequently Asked Questions (FAQs)

This document is subject to update as new information becomes available. Please frequently review for updates.

### **QUESTION: What are the COVID-19 (Coronavirus) symptoms?**

#### **Answer:**

1. Fever (100.4°F or higher), or a sense of having a fever.
2. Cough that you cannot attribute to another health condition.
3. Shortness of breath that you cannot attribute to another health condition.
4. Sore throat that you cannot attribute to another health condition.
5. Muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise).

### **QUESTION: What should I do if I feel sick?**

#### **Answer:**

1. Do not come in to work.
2. Call the call center or your manager to report being ill.
3. Self-quarantine on the advice of a medical professional.
4. You will need to follow the Return to Work Policy.

### **QUESTION: What steps should be taken when an employee is symptomatic for COVID-19?**

#### **Answer:**

1. Send home under our Pandemic Flu Leave Policy
2. Inform them of our Illness Return to Work Policy
3. Provide them with copy of the Pandemic Flu Leave Policy and the Illness Return to Work Policy.
4. Notify HR.

### **QUESTION: What steps should be taken when an employee is being tested for COVID-19?**

#### **Answer:**

1. Send home under our Pandemic Flu Leave and inform them of our Illness Return to Work Program.
2. Notify HR.
3. DOH will notify Stemilt of a positive result.
4. Then Stemilt would follow the “employee tests positive” steps below
  - a. **If results are negative**, the employee must go through the return to work policy.

### **QUESTION: What steps should be taken when an employee lives with someone who is being tested for COVID-19?**

#### **Answer:**

1. Send employee home under the Pandemic Flu Leave Policy
2. Inform them of our Illness Return to Work Program
3. Notify HR

### **QUESTION: What steps should be taken when an employee lives with someone who tests positive for COVID-19?**

#### **Answer:**

1. Send employee home for 14 days under Pandemic Flu Leave Policy
2. Inform them of our Illness Return to Work Program.
3. Notify HR

### **QUESTION: What steps should be taken when an employee tests positive for COVID-19?**

#### **Answer:**

1. Do not permit the employee to come to work.
2. Inform Manager, HR, and VP
3. Stemilt Management would then follow our Covid-19 Positive response plan.

QUESTION: Should I come to work if a member of my household is sick?

**Answer:**

1. You should NOT come to work if you are living with someone who you are concerned is showing signs of corona virus (fever, cough, sore throat, etc.).
2. Contact the Confluence Health Coronavirus hotline and question whether you should be tested. (Confluence Health Coronavirus Hotline: (509) 663-8711).
3. Call your supervisor and Paloma Perez for additional guidance.
4. You will need to use the newest Stemilt "Return to work Policy".

QUESTION: What should I do if I think that I may have coronavirus?

**Answer:**

1. Do not come to work without contacting your supervisor.
2. Call the Confluence Health Coronavirus Hotline: (509) 663-8711.
3. Contact Paloma Perez for additional guidance.

QUESTION: What steps should be taken when an employee tells the supervisor they are not comfortable coming to work due to the virus?

**Answer:**

1. Acknowledge the employee's concerns.
2. Explain all the items that Stemilt is doing to help provide a work environment where they feel safe.
3. Explain that you will bring their concerns up to management, and that you will get back to them.
4. Inform Manager, HR, and VP
5. Stemilt Management would then discuss if there was a need to allow employees from a certain crew to stay home until the stay at home order is lifted for WA state.
  - a. If it is decided to let employees from a certain crew stay home due to fear of the virus.
    - i. Employee would need to notify their Supervisor that they wished to stay home.
    - ii. Supervisor would need to maintain the list of employees requesting to stay home and submit this list to Paloma Perez in HR.
    - iii. Employee would have to stay off work until the stay at home order was over and Stemilt notified them to come back to work.
    - iv. Employee would have to use any available PTO. Then the balance of the time off would not count against employee's attendance.
    - v. Employee may or may not be eligible for unemployment
    - vi. If employee did not come back to work after the employee was notified, then absences would start to count against their attendance.

## Stemilt Screening questions for entry to workplace

### **Valued Stemilt Team Member,**

Before starting your shift with us, you need to ask yourself these 5 questions.

"YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:"

1. A new fever (100.4°F or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New shortness of breath that you cannot attribute to another health condition?
4. A new sore throat that you cannot attribute to another health condition?
5. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

If you answer yes to any of the questions, we ask that you stay home and call the call center indicating that you are staying home ill. You will be placed under the Pandemic Flu Leave and will need to go through the return to work process to come back to work.

# Communications to Team Members

Message #01 | Sent March 13, 2020 02:22 PM | From West Mathison

Good afternoon everyone, I hope this message finds you well.

In light of COVID 19 (coronavirus), demand for food at grocery stores has increased. Our customers are experiencing demand surges greater than 30%. America needs food in grocery stores during this national issue.

We want to create a level continuity of business, while increasing personal hygiene, facility sanitization, social distancing and other precautionary measures.

Your Human Resources Team and Leadership Team here at Stemilt are receiving ongoing briefings and enhanced operating protocols regarding COVID 19 (coronavirus).

Personal Hygiene: We should be aware of the coronavirus risk and take the necessary precautions to avoid exposure to germs. This includes maintaining good hygiene practices. We strongly recommend the following:

- Only come to work if you are 100% healthy. If you are experiencing symptoms of fever, cough, shortness of breath, headache, and muscle / joint pain, we ask that you stay home to recover.
- Wash your hands often, using soap and water for at least 20 seconds each time.
  - If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol; this is suggested after any physical contact with another person or with a shared surface.
- We have increased the deployment of anti-bacterial hand sanitizers.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your mouth and nose – with a tissue, if possible – when coughing or sneezing, then promptly and properly discard the tissue in the trash and wash your hands.
- Avoid close contact with anyone else who is coughing or sneezing
- Clean or disinfect frequently touched objects and surfaces

Sanitary Work Environment: We are deploying more resources towards having the most sanitary environment for our team members. Stemilt has increased its efforts in sanitizing all Stemilt facilities, including those of Stemilt Ag Services. In addition to the cleaning and sanitizing at night, we have increased:

- The frequency of cleaning our public areas (including lobbies, elevators, all door handles, public bathrooms, etc.) and have continued the use of hospital-grade disinfectant.
- We are in a constant cleaning and disinfecting mode throughout ALL facilities, with our cleaning personnel wiping down high traffic areas with specific chemical solutions to eliminate any virus on contact surfaces

We are performing these functions constantly throughout our hours of operations.

Conference Rooms: If you are a meeting organizer and use one of the conference rooms at Stemilt, it will be your responsibility to wipe down, with a Chlorox disinfecting wipe, the conference room table and chairs. If you have used the whiteboard pens and telephone during your meeting, they should also be wiped down, as well as light switches.

Cafeteria: We will continue to adjust food and beverage service in accordance with current food safety recommendations.

We will be sending out more communications surrounding; “What is Social Distancing?” and “How to respond to the 6 week public school closure?”

Thank you for your cooperation and attention in this matter. We want to be precautionary and take proactive measures while attempting to bring food to the country.

As always, feel free to ask questions and bring ideas to our attention.

Onward,  
West

## SOCIAL DISTNCING Part 1

At Stemilt, we want to take precautionary measures for our team members while maintaining continuity of food to America. One of the ways we can do this is by social distancing.

Social distancing is attempting to minimize contact with other individuals here at work. Ways we will attempt to do this are:

- Only come to work if you are 100% healthy. If you are experiencing symptoms of fever, cough, shortness of breath, headache, and muscle / joint pain, we ask that you stay home to recover.
  - If you are sick, then stay home. If you are sick for more than 3 days, then you will need a note from a medical provider on the 4<sup>th</sup> day of not being at work, consistent with our Pandemic Flu Leave Policy, which was emailed earlier this week.
- Keep at least an arm's length away from team members when talking and working.
- Avoid shaking hands.
- Stop all snacking stations: nuts jars, candy jars, pretzel plates, doughnuts, etc...
- When pouring coffee from the office pots, or using the hot water dispenser, please use a paper towel to push the handle.
- In the lunchroom, do not sit directly across from someone and sit an arm's length from the person next to you.
- Limit internal meetings and if you do have a meeting then, use the larger conference rooms. Arrange the chairs with more space between the meeting participants. We will post the suggested room capacities on the door of each room.
- Conference Rooms will have Clorox disinfecting wipes for the table and chairs. In addition, if you have used the mouse, keyboard, whiteboard pens and/or telephone during your meeting, then please wipe down these items, as well as light switches and door handles. In a spirit of caution, clean the room before and after the meeting.

Working from Home: With the actions above, we will create a cleaner environment for everyone on the lines and in the office. Stemilt does not allow working from home. However, during this time we will show some flexibility based upon a person's job and circumstance. You and your manager will need to determine if your position can be effectively done from home. This will be a case-by-case basis.

Vendors and Visitors: We are putting a hold on any non-essential meetings with vendors/visitor to our facility for at least the next 30 days. Attempt to handle these meetings via telephone or computer. For essential meetings, please forward this social distancing email to the vendors before they arrive.

Stemilt will rely on information provided by our state and county officials and the CDC to determine the best courses of action going forward.

This email is to cover general subjects of what we know today and more specific details should be discussed with your supervisor as we face changing circumstances.

Again, thank you for your cooperation and participation to make Stemilt a great place to work while we continue packing, selling and shipping World Famous Fruit.

Onward,  
West



**Stemilt's Response to Corona Virus: Social Distancing Part 2 Mon 3/16/2020 11:04 AM**

At Stemilt, we will continue take precautionary measures for our team members while maintaining continuity of food production to America. One of the ways we can do this is by social distancing.

Social distancing is attempting to minimize contact with other individuals here at work. You can help this effort by supporting the following efforts:

**Nonessential Visitors (Vendors, Nonemployees, etc.)**

- Outside vendors, Stemilt family members, or other visitors will no longer be allowed on site. This means in any administration, production lines, or any other Stemilt work area.
- Essential visitors (growers, buyers, or vendors delivering supplies or working on vital equipment) will be allowed on site.

**Face-to-Face Meetings**

- All Stemilt employees are now asked to suspend all face-to-face meetings where possible. This will mean using teleconferencing or virtual conference options like Teams to host meetings.
- IT will send out instructions on how to do so. Otherwise, please contact the Helpdesk should you have any questions or difficulties setting up your virtual meetings.

**Lunches**

- Only employees will be allowed to eat in cafeterias. This means excluding vendors, visitors, families, and truckers, etc.
- The Founder's Room will be opened for lunches to allow for additional social distancing
- Staggering lunch times will be considered and communicated by supervisors to individual line crews.
- Administration workers are encouraged to eat at their workstations if they dispose of their trash downstairs
- Employees are free to eat in their cars

**Entry Points**

- Internal doors will be propped open during regular business hours for the foreseeable future.

**Additionally, please remember to**

- Only come to work if you are 100% healthy. If you are experiencing symptoms of fever, cough, shortness of breath, headache, and muscle / joint pain, we ask that you stay home to recover.
  - If you are sick, then stay home. If you are sick for more than 3 days, then you will need a note from a medical provider on the 4<sup>th</sup> day of not being at work, consistent with our Pandemic Flu Leave Policy, which was emailed earlier this week.
- Keep at least an arm's length away from team members when talking and working.
- Avoid shaking hands.
- Stop all snacking stations: nuts jars, candy jars, pretzel plates, doughnuts, etc....
- When pouring coffee from the office pots, or using the hot water dispenser, please use a paper towel to push the handle.
- In the lunchroom, do not sit directly across from someone and sit an arm's length from the person next to you.
- Conference Rooms will have Clorox disinfecting wipes for the table and chairs. In addition, if you have used the mouse, keyboard, whiteboard pens and/or telephone during your meeting, then please wipe down these items, as well as light switches and door handles. In a spirit of caution, clean the room before and after the meeting.

Stemilt will rely on information provided by our state and county officials and the CDC to determine the best courses of action going forward.

This email is to cover general subjects of what we know today, and more specific details should be discussed with your supervisor as we face changing circumstances.

Again, thank you for your cooperation and participation to make Stemilt a great place to work while we continue packing, selling and shipping World Famous Fruit.

Onward,  
West

## Stemilt's Response to Corona Virus: Social Distancing Part 3 and Additional information

Thank you to everyone who is following the new Social Distancing protocol. It is important that we all follow these procedures while we attempt to maintain some level of continuity in the business.

Stemilt will continue to take precautionary measures for the health and safety of our team members, customers, consumers, products, facilities, and our environment. One of the ways we can do this is by social distancing. Social distancing is attempting to minimize contact with other individuals here at work. This is especially important now that the first 2 cases of COVID 19 (coronavirus) were confirmed in Chelan County.

### Lunches

- Areas of the Fresh Center Cafeteria will be taped off to remind us to maintain a distance.
- The West side of the Founder's Room will be opened for additional lunch space and taped off to allow for additional social distancing.
- **NO CASH** will be accepted in the cafeteria beginning this Friday, March 20, 2020. Employees must use their badges to purchase meals. Loading cards will be permitted.
- Only employees will be allowed to eat in cafeterias. This means excluding vendors, visitors, families, truckers, etc.
- Administration workers are encouraged to eat at their workstations and dispose of their trash downstairs.
- Employees are also free to eat in their cars.

### H-2A Workers

- Stemilt currently has 350 H-2A workers and has recruited a good team of local workers. Our field work is currently ahead of schedule.
- Currently the visa process has shut down, yet we hope to hear of an alternate process soon. We are closely monitoring this issue with the Washington State Tree Fruit Association.

### Stemilt Clinic

- **DO NOT** go to the clinic with a symptoms of cough and/or fever. Instead, call the clinic COVID 19 (coronavirus) hotline at 663-8711 (then press option 1)
- ONLY essential care will be accepted at the Clinics. Non-essential procedures should be postponed for the foreseeable future.

### Face-to-Face Meetings

- All Stemilt employees are now asked to suspend all face-to-face meetings where possible. When using face-to-face meetings please acknowledge the social distancing policies. This will mean using teleconferencing or virtual conference options. Please contact the Help Desk with questions or support.
- Please limit your travel and movement around the company to only what is absolutely essential. It is best to stay in your personal workspace as much as possible.

### Nonessential Visitors (Vendors, Nonemployees, etc.)

- Outside vendors, Stemilt family members, or other visitors will no longer be allowed on site. This means in any administration, production lines, or any other Stemilt work area.
- Essential visitors (growers, buyers, or vendors delivering supplies or working on vital equipment) will be allowed on site.

### Additionally, please remember to

- Only come to work if you are 100% healthy. If you are experiencing symptoms of fever, cough, shortness of breath, headache, and muscle / joint pain, we ask that you stay home to recover.
  - If you are sick, then stay home. If you are sick for more than 3 days, then you will need a note from a medical provider on the 4<sup>th</sup> day of not being at work, consistent with our Pandemic Flu Leave Policy, which was emailed earlier this week.
- Keep at least an arm's length away from team members when talking and working.
- Avoid shaking hands or any other customary greetings (fist bump, elbow taps, etc.).
- Stop all snacking stations: nuts jars, candy jars, pretzel plates, doughnuts, etc....
- When pouring coffee from the office pots please use a paper towel to grab the handle for pouring and if using the hot water dispenser, please use a paper towel to push the handle.
- In the lunchroom, do not sit directly across from someone and sit an arm's length from the person next to you, please acknowledge the taped off areas as places to not sit.
- Conference Rooms will have Clorox disinfecting wipes for the table and chairs. In addition, if you have used the mouse, keyboard, whiteboard pens and/or telephone during your meeting, then please wipe down these items, as well as light switches and door handles. In a spirit of caution, clean the room before and after the meeting.

Stemilt will rely on information provided by our state and county officials and the CDC to determine the best courses of action going forward. Please refrain from using gossip to provide unfounded information.

This email is to cover general subjects of what we know today, and more specific details should be discussed with your supervisor as we face changing circumstances.

Again, thank you for your cooperation and participation to make Stemilt a great place to work while we continue packing, selling and shipping World Famous Fruit.

Onward,  
West



## What to do if you have symptoms of coronavirus disease 2019 (COVID-19) and have not been around anyone who has been diagnosed with COVID-19

If you have a fever, cough or shortness of breath but have not been around anyone you know has COVID-19, follow the steps below to help prevent your infection from spreading to people in your home and community.

### Could I have COVID-19?

The most common symptoms of COVID-19 are fever, cough and shortness of breath. If you have a fever, cough or shortness of breath but have not been around anyone who you know has COVID-19, the likelihood that you have COVID-19 is fairly low. COVID-19 is circulating in some communities in Washington but several other respiratory viruses are circulating in Washington as well.

### Should I go to my doctor and get tested for COVID-19?

If you have any of the conditions that may increase your risk for a serious viral infection—age 60 years or over, are pregnant, or have medical conditions—call your physician's office and ask if you need to be evaluated in person. They may want monitor your health more closely or test you for influenza.

If you do not have a high-risk condition and your symptoms are mild, you do not need to be evaluated in person and do not need to be tested for COVID-19. There are currently no medications to treat COVID-19.

### What should I do to keep my infection from spreading to my family and other people in the community?

#### Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home.

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: You should restrict contact with pets and other animals while sick. When possible, have another member of your household care for your animals while you are sick; if you must care for your pet, wash your hands before and after you interact with pets and wear a facemask. See [COVID-19 and Animals](#) for more information.

#### Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have symptoms that are consistent with COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

#### Wear a facemask

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).



## Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

The Washington State Department of Health recommends that all employers put COVID-19 screening protocols in place.

You can help prevent the spread of COVID-19 in your facility by screening employees and visitors on a daily basis.

The screening protocol outlined below is based on the following:

- A review of screening protocols from multiple agencies
- Recommendations by the CDC
- A literature review of the most common signs and symptoms of COVID-19

### COVID-19 screening protocol: What to do

Screen everyone who enters your facility, including:

- All employees before the start of each work shift
- All visitors

Ask the following questions when you screen employees and visitors:

"YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:"

- A new fever (100.4°F or higher), or a sense of having a fever?\*
- A new cough that you cannot attribute to another health condition?\*
- New shortness of breath that you cannot attribute to another health condition?\*
- A new sore throat that you cannot attribute to another health condition?\*
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?\*

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).



\*If an employee or visitor answers YES to any of the screening questions, immediately activate your agency's emergency protocol for COVID-19. The designated screener should consider:


- A review of the screening results
- Recommendations for possible exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

### Additional COVID-19 Resources




- [DOH Coronavirus \(COVID-19\) webpage](#) – updated information and resources daily
- [Local Health Jurisdictions](#)
- [Workplace and Employers](#)
- [Persons Who are at Higher Risk for Serious Illness](#)
- [Communities and Community Organizations](#)
- [Stigma Reduction](#)
- [How Can I Be Prepared for a COVID-19 Outbreak?](#)

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).

<h1>COVID-19 Scenarios &amp; Benefits Available</h1> <p>The information shared on this flyer does not necessarily reflect the official policy or position of any other agency or company. It is the reader's responsibility to verify the facts of coverage.</p>					
COVID-19 SCENARIOS	Paid Sick Leave (employer paid)	Unemployment Insurance		Paid Family & Medical Leave	Industrial Insurance (L&I)
	Current Law	Current Law	Emergency Rule	Current Law	Current Law
1 Worker is mildly ill with COVID-19.	✓	✗	✓	?	?
2 Worker is severely ill with COVID-19.	✓	✗	✗	✓	?
3 Worker was exposed and quarantined. Business remains open.	✓	✗	✓	✗	?
4 Worker is caring for sick family member.	✓	✗	?	✓	✗
5 Schools are closed by a public official because of COVID-19 and worker has no childcare.	✓	✗	✗	✗	✗
6 Worker is immune-compromised and advised to self-quarantine.	?	✗	✓	?	✗
7 Worker is afraid of gathering in a group and refuses to go to work (self-distancing).	✗	✗	✗	✗	✗
8 Employer must shut down due to a quarantine by a public official.	✓	✓	✓	✗	✗
9 Employer shuts down due to a business slowdown or lack of demand.	✗	✓	✓	✗	✗
10 Employer reduces available hours due to business slowdown or lack of demand.	✗	✓	✓	✗	✗
11 Employer stays open in defiance of public health urging to close.	✗	?	?	✗	✗
12 Health care workers and first responder are under quarantine.	✓	✗	✗	✗	✓



The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

 YES  
 NO  
 MAYBE (case by case)

ESD.WA.GOV

UPDATED: 03.12.20 - 1:00 p.m.





## Clayco/Subcontractor Employee Screening Questionnaire COVID 19

Date:	Time:	Yes	No	Recommendations
1. Do you have a fever or chills?				*
2. Do you feel short of breath?				**
3. Do you have a cough?				***
4. Do you have a sore throat?				
5. Do you have a runny nose?				
6. Do you feel sick?				
7. Do you have a headache that is unusual for you?				
8. Age >60, pregnant, or chronic medical condition?				****
9. Have you traveled to an affected area within the last two weeks? (03.10.20: Iran, Italy, China, Japan, S. Korea)				****
10. Have you had close contact with a lab-confirmed COVID-19 patient?				****
11. Temperature:	>100.4	WNL		*
Recommendations for Worksite Access <i>Circle outcome/recommendations</i>	NOT Cleared	Cleared		Triage at on-site clinic by staff nurse
Recommendations to Employee	Provided	Not Indicated		
1. Employer will be notified of non-clearance status.				
2. CDC recommendations given to employee.				
3. Call your health care provider or local urgent care facility for screening questions and recommendations.				
4. Instructions for more screening and/or testing provided.				


\*Fever < 100.4 is not concerning and employee may enter work zone. 100.4 or more is reason for concern

\*\* Shortness of breath not typically experienced with typical URI is reason for concern

\*\*\* Persistent cough not typically experienced with ADLs is reason for concern

\*\*\*\* Any of these factors presenting with any of the above (1-11) is reason for concern; refer to phone triage w/ PCP or ED  
Sharepoint/Teams/On-Site Clinics/Covid-19 Employer Screening Form.03.11.20

# Food Industry Recommended Protocols When Employee/Customer Test Positive (03/23/2020)

<p><b>Food Industry Recommended Protocols When Employee/Customer Tests Positive for COVID- 19</b> <i>March 22, 2020</i></p> <p><b>Background</b> Food production facilities, distributors and wholesalers are part of our nation's "critical infrastructure" and must remain operational to feed the country. Inconsistent approaches to reacting to an employee who tests positive for COVID-19 has the potential to jeopardize our food system. This document recommends a consistent approach to how a company can continue operations in the event an individual has tested positive, given the global COVID-19 pandemic and high transmissibility of this respiratory virus from person to person. This guidance relies on guidance from the Centers for Disease Control and Prevention and OSHA, and will cover recommendations on:</p> <ul style="list-style-type: none"> <li>Steps to be taken when an employee tests positive for COVID-19 (a confirmed case) or has symptoms associated with COVID-19—cough, fever, sore throat, shortness of breath (presumptive or suspected case)</li> <li>Steps to be taken when an employee/facility visitor is exposed (in close contact) to an individual who is positive for COVID-19</li> </ul> <p><b>Steps to be taken when an employee tests positive for COVID-19</b></p> <ol style="list-style-type: none"> <li>If an individual has the symptoms associated with COVID-19 or is diagnosed with COVID-19             <ol style="list-style-type: none"> <li>And the employee is onsite at the facility send the employee home immediately; if the employee is at home, do not permit the employee to come to work</li> <li>If the employee has not been tested but is symptomatic, encourage the employee to contact their local health department and physician to determine next steps</li> <li>Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F (38.0° C) or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick. CDC guidance states that if an employee that has been tested and confirmed to be infected with COVID-19, and has not had a second test to determine if he/she is still contagious, the employee</li> </ol> </li> </ol>	<p>should not return to work until s/he has had no fever for at least 72 hours, other symptoms have improved, and at least 7 days have passed since symptoms first appeared.</p> <ol style="list-style-type: none"> <li>If the employee will have a second test to determine if he/she is contagious, the employee can return to work if he/she no longer has a fever, other symptoms have improved, and he/she has received two negative test results: in a row, 24 hours apart.</li> <li>A return to work note may or may not be needed as per CDC guidance <a href="https://www.cdc.gov/coronavirus/2019-ncov/health-care/return-to-work.html">https://www.cdc.gov/coronavirus/2019-ncov/health-care/return-to-work.html</a></li> </ol> <ol style="list-style-type: none"> <li>Investigate the nature and scope of exposure of employee confirmed positive or with symptoms for COVID-19 to other facility employees, working with state and/or local public health authorities as the situation dictates             <ol style="list-style-type: none"> <li>Investigate to determine where the employee confirmed positive or with symptoms for COVID-19 was working, and who they were in close contact with (less than 6 ft) in the facility</li> <li>Talk to employee if possible, via telephone or other means to obtain this information; use any other sources available, such as other facility employees or family members to obtain this information</li> <li>Determine if possible whether or not the employee has told other employees about the positive test</li> </ol> </li> <li>Understand the nature of your workplace             <ol style="list-style-type: none"> <li>Size and density of the facility</li> <li>Movement of employees</li> <li>Assembly line/processing line versus office settings</li> </ol> </li> <li>Inform appropriate personnel, third parties, and authorities:             <ol style="list-style-type: none"> <li>Tell other employees with whom the employee worked that you believe they may have been exposed to the virus (keep the identity of the ill worker confidential)                     <ol style="list-style-type: none"> <li>Verbally and/or in writing</li> </ol> </li> <li>Strongly consider sending those employees home for 14 days, using CDC and OSHA risk assessment guidance, in conjunction with the guidance of state and/or local public health authorities (<a href="https://www.osha.gov/SLTC/covid-19/">https://www.osha.gov/SLTC/covid-19/</a>)</li> <li>Work with local and/or state public health authorities to advise the potentially exposed employees of the symptoms of COVID-19 and how to conduct a personal risk assessment, based on</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>CDC – COVID-19 Symptoms (<a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a>)</li> <li>Interim U.S. guidance for Risk Assessment and Public Health Management of Persons with Potential COVID-19 (<a href="https://www.cdc.gov/coronavirus/2019-ncov/special-risk-assessment.html">https://www.cdc.gov/coronavirus/2019-ncov/special-risk-assessment.html</a>)</li> <li>A company decision will need to be made, based on the results of the investigation, the scope of the workforce that needs to be informed</li> <li>Contact relevant third parties who may have been exposed</li> <li>Make an OSHA record/report if required. OSHA's recent guidance says such a report is required if:             <ol style="list-style-type: none"> <li>There is a confirmed case of COVID-19</li> <li>It is contracted due to employee performing work-related duties, and</li> <li>It meets other standards for OSHA-reporting (for example, more than one day away from work, or medical treatment beyond first aid)</li> </ol> </li> <li>State OSHA authorities</li> <li>Notify workers' compensation carrier and provide claim form to employee</li> <li>Take steps to protect the workplace             <ol style="list-style-type: none"> <li>Immediately undertake appropriate cleaning measures of the affected workspace or entire facility</li> <li>Isolate cleaning and disinfection procedures in the impacted areas of the facility (See Cleaning and Disinfecting section below)</li> <li>Follow guidance from health officials</li> </ol> </li> <li>Do not reveal the name of the sick employee             <ol style="list-style-type: none"> <li>Adhere to HIPAA requirements regarding health information of the affected individual (<a href="https://www.osha.gov/SLTC/covid-19/">https://www.osha.gov/SLTC/covid-19/</a>)</li> </ol> </li> </ol> <p><b>Steps to be taken when an employee/facility visitor is exposed (in close contact) with an individual who is positive for COVID-19</b></p> <ul style="list-style-type: none"> <li>Identify potentially exposed individuals (e.g., those that were in close contact with the infected individual) <i>Unless advised by local authorities, other individuals in the facility should not be considered high risk for infection; do not require special treatment, and may continue working as normal (after surfaces are cleaned and disinfected, as described below)</i></li> </ul>
<ol style="list-style-type: none"> <li>Close contact is defined by CDC as—             <ul style="list-style-type: none"> <li>Within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case, OR</li> <li>Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)</li> </ul> </li> <li>In accordance with HIPAA requirements, inform individuals of potential exposure, and, working with local authorities and the individual's health care providers, consider if it is appropriate to quarantine, self-monitor or take a different action.</li> <li>For individuals in the workplace who learn that they have been exposed to the virus outside of the workplace, send exposed employee home.</li> <li>Individuals that have been exposed to someone that is confirmed to have COVID-19 or is showing the symptoms of this virus should stay home at least 14 days from the last exposure.</li> </ol> <p><u>According to CDC:</u></p> <p><i>Some personnel (e.g., emergency first responders) fill essential critical infrastructure roles within communities. Based on the needs of individual jurisdictions, and at the discretion of state or local health authorities, these personnel may be permitted to continue work following potential exposure to SARS-CoV-2 (either travel-associated or close contact to a confirmed case), provided they remain asymptomatic. Personnel who are permitted to work following an exposure should self-monitor under the supervision of their employer's occupational health program including taking their temperature before each work shift to ensure they remain afebrile. On days these individuals are scheduled to work, the employer's occupational health program could consider measuring temperature and assessing symptoms prior to their starting work. Exposed healthcare personnel who are considered part of critical infrastructure should follow existing CDC guidance.</i></p> <ul style="list-style-type: none"> <li>Clean and disinfect surfaces to limit employee contact. (see cleaning and disinfection)</li> <li>Because transmission occurs from person to person, a facility/ location does not need to shut down as a result of an employee, visitor, or other individual testing positive for COVID-19 if the steps above are followed and the ill and potentially exposed individuals are appropriately addressed.</li> </ul> <p><b>Cleaning and Disinfection Guidelines</b></p> <ul style="list-style-type: none"> <li>Existing sanitation standard operating procedures should be effective to achieve adequate cleaning and disinfection of SARS-CoV-2 to prevent transmission to people</li> </ul>	<ol style="list-style-type: none"> <li>As soon as an employee is identified that has tested positive for COVID-19 or has symptoms associated with this virus, clean and sanitize the facility according to CDC guidance at <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/clean-ventilation-cleaning-disinfection.html">https://www.cdc.gov/coronavirus/2019-ncov/community/clean-ventilation-cleaning-disinfection.html</a></li> <li>CDC has issued specific guidance regarding the cleaning and disinfection of facilities with suspected or confirmed cases of COVID-19.</li> <li>EPA registered disinfectants should be used             <ul style="list-style-type: none"> <li>There is a list of EPA-registered "disinfectant" products for COVID-19 on the <a href="https://www.epa.gov/pesticide-registration/epa-approved-disinfectants-for-covid-19">Disinfectants for Use Against SARS-CoV-2 list</a> that have qualified under EPA's <a href="https://www.epa.gov/pesticide-registration/epa-approved-disinfectants-for-covid-19">emergency viral pathogen program</a> for use against SARS-CoV-2, the coronavirus that causes COVID-19.</li> <li>IMPORTANT: Check the product label guidelines for and where these disinfectant products are safe and recommended for use in food manufacturing areas or food establishments.</li> </ul> </li> <li>Special attention should be paid to high contact surfaces such as: door knobs, touch screens, control panels, time clocks, table tops, breakrooms/ cafeteria facilities, handwashing stations, and restroom facilities.</li> </ol> <p><b>Disposition of Food</b></p> <ul style="list-style-type: none"> <li>There is currently no evidence to support that the SARS-CoV-2 virus can be transmitted to humans through food or food packaging materials. The FDA does not anticipate that food will need to be held, recalled or withdrawn from the market due to possible exposure to SARS-CoV-2 through a person that has tested positive for the COVID-19 virus that works a food facility. <a href="https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-covid-19-disinfectant-2019-covid-19">https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-covid-19-disinfectant-2019-covid-19</a></li> </ul> <p>Proudly Signed By:</p>	

## Stemilt Business Continuity and Crisis Management Plan (Revision 4)

[Link Here](#)

### Stemilt Pandemic Response Policies as of 4/24/2020

#### Stemilt Infectious Disease Control Policy

Stemilt will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Stemilt during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Stemilt is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

#### Preventing the Spread of Infection in the Workplace

Stemilt will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

#### Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

#### Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

#### Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness (please see the employee handbook for guidance).

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: [Enter as warranted. Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue]. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 72 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

### Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

In order to return to work the employee will need to be fever free (below 100.4 F) for 72 hours. Then the employee will need to call Stemilt Clinics (Stemilt Family Clinic or AnovaWorks). The Stemilt clinic will go through the process to clear them and provide a note from a doctor to approve the employee to return to work.

Employee will need to submit this note from a Clinic doctor to HR.

### Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Stemilt may implement these social distancing guidelines to minimize the spread of the disease among the staff.

*During the workday, employees are requested to:*

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

### *Outside activities*

Employees might be encouraged to the extent possible to:

- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

### COVID-19 – (refer to Stemilt Infection Disease Control Policy) Coronavirus Policy

In the event of an infectious disease outbreak or verified pandemic, Stemilt will take the following measures to ensure business continuity: Stemilt will follow the recommendations from the CDC and FDA in regards to frequent cleaning of all frequently-touched surfaces with an FDA-approved sanitizer, employee education, and Best Practices/GMP's. Management and other relevant staff will be told to halt all daily line visits in order to limit potential exposure.

### *Confirmed Case for Employee*

1. Any employee with a confirmed case will be required to stop coming in to work immediately.
2. The facility and line said employee worked at will have all production halted.

3. The sanitation crew will be contacted and will clean and sanitize the line from front to back – resulting in a complete clean break, with extra attention being paid to the affected employee’s work area and surroundings.
4. CDC recommends that employees who have symptoms of acute respiratory illness stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
5. If a case is confirmed, the employees working the same line/facility may be required to demonstrate good health in order to keep returning to work.

*Status: Outbound Only:*

1. In the event that infection spread continues or the government issues strict assembly mandates, Stemilt will go to an “outbound only” status; meaning that no product will be received or packed – while the shipping department continues to ship packed product. Logistically, this will require sales staff to continue working (possibly remotely).
  - a. Refrigeration dept will be notified of changes
  - b. If possible, sanitation crew will be notified to begin cleaning the downed lines during the shutdown.
  - c. Executive management will notify supervisors, who will notify their crews that all production has halted. Shipping management will coordinate with staff to ensure product can still be shipped.
  - d. Sanitation crew will be responsible for upkeep cleaning of NDC during this status.
  - e. QC and maintenance staff will be notified of the change and plan accordingly

*Status: Basic Operations:*

1. In the event that all production and shipping operations must halt, Stemilt will maintain a skeleton crew to ensure facility and remaining product integrity. This will include:
  - a. Refrigeration department maintaining cold rooms as necessary.
  - b. Operations will appoint a security/watch team to do daily walk-around of facility to ensure security and facility integrity.
  - c. Operations will appoint staff to monitor basic facility maintenance.

*COVID-19 Positive Response Plan*

**PURPOSE**

Effectively control processes and protect the health and privacy of Stemilt team members if any team member has been confirmed to be infected with the COVID-19 virus.

Stemilt will enact this policy if a Stemilt employee is tested and confirmed to be infected with the COVID-19 virus to effectively control our processes and protect the health and privacy of our employees. Each team member will have specific responsibilities listed below and will be expected to act out their role in a quick, professional, and discreet manor.

- A **supervisor** will send any team member home immediately and tell them not to return until it has been medically verified that the employee has been without symptoms for 7 days minimum even if the employee is at work when the test results are achieved..
- A **supervisor** will immediately notify their direct manager, who will notify Vice President (VP) of production. VP of Production will immediately inform both the head of the HR department, the Food Safety Manager, and company ownership.
- **The head of HR will notify the Safety department** so they can begin any OSHA recording as necessary.
- **Food Safety department** will work with supervisors to initiate the investigation of determining where the employee’s workstation was, who they might have come in contact with, and which areas of the



facility they had been present in. HR staff will be notified of which employees were most likely “affected”.

- **HR Staff** will notify local Department of Health to inform them of confirmed case(s). After communicating with the DOH, they can/will mandate further actions for Stemilt to follow based on their investigation.
- **HR Staff** will begin to notify any affected staff that they “could have come in contact with/been exposed to the virus because of an infected worker” **(DO NOT RELEASE WORKER’S NAME)**. CDC strongly recommends sending said employees home for 14 days\*.
- **HR staff** will contact any 3<sup>rd</sup> parties who may have been involved (anyone outside of Stemilt employment that could have come in contact with the worker.
- **Vice President of Marketing** will be Stemilt’s official spokesperson and will handle all outside communication/inquiries.
- **Food safety staff** will contact **facilities manager** and **sanitation crew** to plan immediate cleaning of the facility based on the results of the investigation,. Efforts will be intensified in any/all areas possibly affected by infected staff. Stemilt will follow CDC’s guidance for cleaning and disinfecting below:
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

### Pandemic Flu Leave Policy

In the event of a pandemic flu outbreak, as declared by Stemilt Growers, in conjunction with the U.S. Centers for Disease Control and Prevention (CDC), the following Pandemic Flu Leave policy applies to all employees, including temporary and non-benefit eligible.

This leave policy is an unpaid leave, and is separate from the company’s Paid Time Off (PTO). Employees who qualify for Pandemic Flu Leave may choose to use PTO, but are not required to use PTO, and Time and Attendance policy will not apply.

### Confirmed Infection

Employees who are absent due to a confirmed pandemic flu infection will receive approved leave through HR for their normally scheduled work hours until a medical care provider has authorized their return to work. Time and Attendance rules will not apply. Each employee using Pandemic Flu Leave will be required to provide written documentation from a medical care provider to HR.

### Suspected Infection

If you suspect that you have the flu, or you are asked to leave work due to symptoms and you are subsequently found to be free of the virus, you will be granted approved leave for your scheduled work hours to cover the time it took for the medical evaluation. You will be required to provide to HR a written medical care provider’s notification to return to work.

### Immediate Family Member Infection

This leave policy applies to the employee’s own illness or for the employee to care for an immediate family member with an infection. The employee will receive approved leave for normally scheduled work hours. A written medical care provider’s notification will be requested confirming that the pandemic flu is the reason for the absence.

Abuse of this policy will result in disciplinary action. The company reserves the right to revise this policy without notice due to changing pandemic conditions.

### **If employee is sent home, or must stay home due to illness, or is quarantined/self-quarantined**

In order to return to work the employee will need to be fever free (below 100.4 F) for 72 hours. Then the employee will need to call Stemilt Clinics (Stemilt Family Clinic 665-7940 or AnovaWorks 888-8519). The Stemilt clinics will go through the process to clear the employee and provide a note from a doctor to approve the employee to return to work.

Employee will need to submit this note to his/her Supervisor to be able to return to work.

The Supervisor will forward this note to the HR Department.

<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>

### Stemilt Communicable Diseases Policy

Stemilt's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. Stemilt may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Stemilt will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Stemilt reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Stemilt will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

## Stemilt COVID -19 Screening process

- 1) All employees in your area must know what door entry they need to come in. Each area must have its own entry.
- 2) Print out the 5 questions (English and Spanish) below. Give to each employee with an explanation of our plan. All employees can read the questions and come prepared to say they are good or not good on all questions. **Important Note:** if they cannot answer **NO** to all questions, they should not even show up to work.
  - a. If employee cannot answer NO to all questions, they must call the call center indicating they are ill. The supervisor needs to relay that information to Paloma in HR. The employee would fall under the Pandemic leave policy and they will be placed into the return to work process. (This language should be placed on the question sheet the employees are given.)
- 3) Use a crew list sheet for the checkoffs. Clericals can verify all employees came through screening by comparing to Kronos daily attendance report.
- 4) Have 2 screeners available if needed so there is not a line. This should keep us from the need to adjust anyone's time in Kronos. I do not foresee EE spending extra time on this process after the 1<sup>st</sup> day we do it.
- 5) Turn in Crew checkoff sheets to HR daily.
- 6) Communicate to HR if any employees are sent home.

## Stemilt Screening questions for entry to workplace

Each Stemilt team member must ask themselves the following 5 question before starting their shift. Stemilt asks that any team member who answers yes to any of these questions contact the call center and/or their supervisor indicating that they are staying home ill. These team members will be placed under the Pandemic Flu Leave and will need to go through the return to work process to come back to work.

“YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:”

- 1) A new fever (100.4°F or higher), or a sense of having a fever?
- 2) A new cough that you cannot attribute to another health condition?
- 3) New shortness of breath that you cannot attribute to another health condition?
- 4) A new sore throat that you cannot attribute to another health condition?
- 5) New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

## SAS Coronavirus Additional Benefits for Team Members Living in Stemilt Housing

### SAS Allowing a Negative PTO Balance

Stemilt will allow team members to go negative 24 hours in their Paid Time Off (PTO) via the Washington State Sick Leave Policy if said team member is in isolation or quarantine and living in Stemilt provided housing due to the Coronavirus.

### SAS Provided Grocery Stipend

Stemilt will provide a \$20 a day grocery stipend: as we purchase the food list for each team member, the \$20 a day would be offset against their grocery bill if a team member is in isolation or quarantine and living in Stemilt provided housing due to the Coronavirus.